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Frequently Asked Questions Regarding REQUIRED REAL ESTATE MODULE COURSES

For: Education Providers & Real Estate Licensees

QUESTION: After June 30th of the year in which a particular module is due, can an education provider continue to offer that real estate module for licensees who missed the deadline?

ANSWER: Yes, the course is good until its expiration date, and it is renewable.

QUESTION: Can an education provider renew a required module course?

ANSWER: Yes, a provider can renew the course for as long as the content is current and legal.

QUESTION: Can a licensee take a required module course more than once and receive credit?

ANSWER: Yes, a licensee can complete a required module for a second time "in their future two-year renewal period" and receive general CE credit.

QUESTION: If a salesperson or broker fails to complete a required module by their June 30th deadline, is their license terminated?

ANSWER: Yes.

QUESTION: What exactly must a licensee do to become active to perform licensee duties?

ANSWER: A licensee must meet all requirements due at the time that they want to become active, including completing a missing module. If for any reason the particular module that they need is not active for any education provider, they should contact the Minnesota Department of Commerce Licensing Education Unit at education.commerce@state.mn.us.

QUESTION: If a salesperson or broker fails to complete any required module by their June 30th deadline, is their license terminated *even if it is not their year to pay for a renewal of their license*?

ANSWER: YES – While this can be an issue for all licensees, the biggest issue could be for primary brokers who are terminated for not being CE compliant (for any CE reason), which will bring down a whole company of active licensed salespersons, even those who did do their CE.

QUESTION: Are brokers also required to complete modules?

ANSWER: Yes, both salespersons and brokers are required to complete a particular General Module each June 30th. Brokers may also have a "2nd" "broker-only" module that only brokers must complete. There is no "separate" broker-only module course for either June 30, 2012, or June 30, 2013, because the Broker Module requirement is included in one Broker/General Module course that both salespersons and brokers complete and that fulfills both requirements for the broker. In future years, however, there may be both a General Module for salespersons and brokers and a separate Broker Module that just brokers will need to complete.



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QUESTION: Is every salesperson and broker required to complete a module?

ANSWER: All active salespersons and brokers who are not in their initial license period will have at least one specific General Module due each June 30th. To clarify: a brand new salesperson or a brand new broker (in their initial renewal period) would have until their first renewal to complete all of their 30 hours of CE and are only required to complete the module that is due at their renewal; their first June 30th module is waived. This is the only exception to the module requirement.)

QUESTION: Is it true that a licensee must pass an exam in order to receive credit for a module course?

ANSWER: Yes, to get credit for the module, a licensee must pass an end-of-course, closed-book examination. The examination questions were written by subject matter experts in consultation with the Department of Commerce.

QUESTION: What happens if a real estate salesperson or broker that failed to renew in 2011 (before modules were required) takes the module training course for general CE as part of the past due CE required to reinstate their license for the 2011 period? Would they have to retake the same course again to meet the 2012 Module Requirement?

ANSWER: Yes, they would. Keep in mind that the module counted for general CE to reactivate the license but it couldn't count for a future requirement because the license was inactive when they completed it the first time. (This is true about any course, not just a module.)

QUESTION: Will commercial-only salespersons and brokers have to send in a notice to the Commerce Department every year to qualify for an exemption to the module training, just as they do every two-year renewal for fair housing and agency law?

ANSWER: Yes, they will need to submit an exemption request document. Information and a generic exemption request can be found on the DOC website at this link
[Module,FairHousing,AgencyLawComlOnlyExemptionRequest 2011/2012](#)

QUESTION: Are nonresident licensees required to complete the module training?

ANSWER: Yes, most are; please read the important 2012 nonresident renewal information. See this link [Renew a Broker License](#) and this link [Renew a Salesperson License](#) for details.



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82.61 LICENSING: CONTINUING EDUCATION AND INSTRUCTION.

(i) As part of the continuing education requirements of this section and section 82.64, the commissioner shall require that all real estate brokers and salespersons receive either 3.75 or 7.5 hours of module training every license year within the 30 hours of continuing education required during each two-year license period. For each license year, the commissioner shall determine what modules are required.

The modules must cover topics in real estate that are significant and are of current interest in the real estate market and profession. The commissioner shall determine the specific topics to be covered by modules for each license year and the number of credit hours allocated to each module. In determining the topics and number of credit hours, the commissioner shall consult with a statewide real estate trade association and a statewide private continuing education provider. When the commissioner has created a module, the commissioner must publicize to licensees and to real estate continuing education providers an outline of the topics covered by the module, and the credits associated with it, no later than April 1 of each year. The commissioner may delegate the module and test development, subject to the commissioner's approval, to a statewide real estate trade association. Credit for each module must be contingent upon the licensee's successful completion of it, established by testing of the licensee's knowledge of the content covered by the module, based upon written test questions approved by the commissioner as described in paragraph (k).

Modules determined under this paragraph may be offered by any person permitted to offer real estate continuing education in this state. Notwithstanding paragraph (c), the commissioner has discretion to determine that the requirements of the module satisfy, in whole or in part, the requirements of paragraph (c) for a licensing period in which the module will be offered.

(j) The 30 hours of continuing education per license period for real estate brokers must include a module, designed under the procedure provided in paragraph (i), of at least one hour each license year specifically designed to address issues relevant to brokers.

(l) Paragraphs (i), (j), and (k) do not apply to commercial salespersons and commercial brokers.
